

## OFFICE OF ENTERPRISE TRAINING SERVICES, HR-21

### **ASPIRING LEADER PROGRAM**

Administered by the USDA Graduate School

<u>Objective:</u>	To prepare federal employees to be team leaders, supervisors, and managers by strengthening basic competencies and managerial skills such as oral and written communication, interpersonal skills, self-direction, customer service, flexibility, leadership, problem solving, and decisiveness.
<u>Eligibility:</u>	Federal employees at the GS-5, GS-6, and GS-7 levels
<u>Program Overview:</u>	<p>This leadership development program is coordinated Department-wide by the Office of Enterprise Training Services (HR-21) and is administered by the U.S. Department of Agriculture (USDA) Graduate School. The Aspiring Leader Program is structured around three five-day seminars located in the Washington, D.C., metropolitan area. Because teamwork is critical to good management, participants are assigned to a leadership development team during the first seminar. Working on a team strengthens leadership and interpersonal skills, stimulates commitment to personal development, and provides a forum for exploring and addressing current issues facing supervisors and managers in the federal workplace. Each team prepares and delivers a two-hour presentation on a management-related topic. Program participants will continue in their present positions and perform their normal duties. This program does not involve a promotion or a change in position.</p>
<u>Components:</u>	<p>Major components of this program, in addition to the three, one-week training seminars and leadership development team activities, include an individual needs assessment, a leadership development plan, and management readings. In addition, the program contains the following activities:</p> <ul style="list-style-type: none"><li>• Management interview with a senior-level (GS-11 or higher) federal manager</li><li>• Shadowing of a senior-level federal manager</li></ul>
<u>Cost:</u>	Tuition is \$2,495, not including meals, and is the responsibility of the participant's organization, as are travel and per diem expenses.
<u>Program Cycle:</u>	A three-month program that begins September 11, 2006
<u>Continued Service Agreement:</u>	Successful applicants must sign a continued service agreement to participate in this program.
<u>Nomination Procedure:</u>	<p>Each nomination package must be approved by the head of the participant's departmental element and coordinated through his or her training liaison/officer/coordinator. The package must include a current, signed, and dated OF-612 or résumé; a completed application form, which may be obtained online under "Course and Program Information," then "Leadership Development Programs" at <a href="http://www.grad.usda.gov">www.grad.usda.gov</a>; and a training request form. For those organizations currently using the Corporate Human Resource Information System (CHRIS) training workflow, please use workflow to submit your request for training enrollment. For those organizations not currently using the training workflow process, please follow your existing interoffice registration process. Nomination materials must be submitted to the Enterprise Training Services Corporate Training Officer.</p>
<u>Nom. Due Date:</u>	Due by August 3, 2006
<u>Additional Information</u>	<p>More detailed information on the program is available on the Graduate School USDA Website <a href="http://www.grad.usda.gov">www.grad.usda.gov</a>, under "Course and Program Information," then "Leadership Development Programs."</p>